

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	District 1 - Advance Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Program Engineer	901-800-3135-002	09/17/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Senior Transportation Engineer, the incumbent is responsible for developing Project Initiation Documents and preliminary studies for multi-million dollar highway projects. Employee is expected to write well, use word-processing, spreadsheets, engineering and related software -- especially Microstation.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)	Job Description
45% E	Prepare Project Study Reports, Project Scope Summary Reports, Project Study Reports/ Functional Project Reports and Engineered Feasibility Studies. Recommend approval for the purpose of gaining funding for a project. Conduct field reviews of projects in order to assess how to best fix a transportation problem.
20% E	Develop and analyze engineering solutions to projects that conform to best practices by using guidance including, but not limited to: the Highway Design Manual and the Project Development Procedures Manual. May also be required to make recommendations to management for solutions to transportation problems.
15% E	Coordinate project development and engineering studies work with other District/Region Branches, Headquarters, and FHWA engineers for the purpose of fully assessing the costs, issues, and constraints of a particular alternative.
10% E	Assist in the evaluation and recommendation of candidate projects for the STIP and SHOPP Programs to determine which projects are most critical to the District.
5% M	Maintain files necessary to effectively manage the Advance Planning Office, including project binders, the Advance Planning library and general staff resource books.
5% M	Provide training to students, rotating Engineers, and entry-level Civil Engineers as they are assigned to the unit so as better educate new staff to perform Advance Planning engineering work. May also provide support to other functional units to ensure projects are completed in a timely manner.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent does not supervise other employees but if the incumbent is a licensed Professional Engineer, they may have lead worker responsibility over other Transportation Engineers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Employee must have comprehensive knowledge of the various functional units in the District, North Region, and Headquarters; knowledge of engineering principles, practices, materials, and equipment; computer and analytical skills.

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Establish and maintain cooperative and effective relationships with a variety of District, North Region, Headquarters, and other representatives involved in project delivery; and be able to effectively communicate, both orally and in writing.

Must be able to analyze overall requirements for identifying and delivering STIP and SHOPP projects. Must work to analyze, establish priorities and monitor projects throughout all phases to ensure delivery. Must be able to analyze and effectively alert District and North Region Management should program delivery problems/issues arise and recommend corrective changes.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must see that reports conform to current design standards and with Federal, State, and local laws and regulations. Failure to complete projects with accurate cost estimates and on time could result in project delays that would create delays through the project development process and potentially cause increased costs or the loss of project funding. Errors at this point that are not caught or corrected could increase the Departments liability.

Has responsibility to maintain communication with the District, North Region Management, and Headquarters in regard to programming, funding, status, and completion of projects. Failure to do so could result in programming and delivery delays, resulting in costly, detrimental problems; possible loss of Federal funds; budget overruns; and negative impacts to the goals and objectives of the Department and the State of California.

PUBLIC AND INTERNAL CONTACTS

Frequent contact with District, North Region, Headquarters, news media, public and others involved in the programming and delivery of projects.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Requires manual dexterity to operate a computer for preparation of Project Scoping Reports, Project Scope and Summary Reports and other types of computer generated reports and forms. May be required to move large and/or cumbersome plans and diagrams from one location to another. Must be able to travel for sustained periods of time. When working outdoors, employees may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

Mental: Must be able to sustain mental activity to: produce reports, problem solve, analyze and reason solutions and take the initiative to effectuate appropriate actions. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain friendly and cooperative-working relationships with those contacted in the course of work, communicate effectively and respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation.

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. Travel is required, should possess a valid driver's license.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and monitors (keyboard use may approach or exceed 50% of the time). May require employee to work overtime during expected and/or unexpected peak workload periods. Employee will be required to travel in metropolitan and rural areas. May also be asked to travel outside the office and may be exposed to various elements of weather, such as sun, wind, snow, fog and rain.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE